

25X9A2 PRESENT T/O

Chief	P-5
Intelligence Officer	P-4
Intelligence Officers	P-1
Intelligence Analyst	CAF-7
Clerk	CAF-5
Clerks	CAF-4
Clerk	CAF-3
Clerk/Typists	CAF-3
Messengers	CPC-3

25X9A2 PROPOSED T/O

Chief	CAF-12
Information Control Officer	CAF-11
Information Control Officers	CAF-7
Information Control Officer	CAF-7
Clerk	CAF-5
Clerks	CAF-4
Information Control Officer	CAF-7
Clerk	CAF-5
Clerk (Mail) — ?	CAF-3
Messengers	CPC-3

The current classification survey of the Information Control Division is the first one made since the proposed positions were established in 1947. While the position of the Chief of the Division is still substantially that allocated by the Civil Service Commission and therefore still allocable to the same grade level, a spread of seven grades between the Chief and the journeyman workers does not seem equitable; therefore the change from P-1 to CAF-7 for the allocators. The Clerk CAF-3 changed to CAF-7 is also an allocator, "backing up" the allocator of cables which is considered to be the most exacting job in the Division.

The Clerk-Typist CAF-3 changed to CAF-5 is the full assistant to the Information Control Officer presently allocated to CAF-7 responsible for taking care of all "special" requests for intelligence information now in existence in documentary form, in addition to other functions, and therefore warrants allocation to CAF-5.

✓ All positions of Information Control Officers at P-2 and P-1 in the component organizations of ORE (except in the Economics Branch) should be changed to read Information Control Officer CAF-7 and Information Control Clerk CAF-5, since thorough study of the Information Control function indicates that these positions are not professional in nature.

Early confirmation of the above changes will be appreciated.

25X1A9a

Acting Chief, Personnel Division
Overt Support Staff